

Automated License Plate Readers (ALPRs)

428.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

428.2 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Corona Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including, but not limited to, identifying stolen or wanted vehicles, stolen license plates and missing persons.

All installation and maintenance of ALPR equipment and ALPR data retention and access shall be managed by the Special Enforcement Division Captain. The Special Enforcement Division Captain will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

428.2.1 ALPR ADMINISTRATOR

The Special Enforcement Division Captain shall be responsible for developing guidelines and procedures to comply with the requirements of Civil Code § 1798.90.5 et seq. This includes, but is not limited to (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- a. A description of the job title or other designation of the members and independent contractors who are authorized to use or access the ALPR system or to collect ALPR information.
- b. Training requirements for authorized users.
- c. A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.
- d. Procedures for system operators to maintain records of access in compliance with Civil Code § 1798.90.52.
- e. The title and name of the current designee in overseeing the ALPR operation.
- f. Working with the Custodian of Records on the retention and destruction of ALPR data.
- g. Ensuring this policy and related procedures are conspicuously posted on the department's website.

428.3 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use the equipment or database records for any unauthorized purpose (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

- a. An ALPR shall only be used for official law enforcement business.

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- b. An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- c. While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- d. No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- e. No ALPR operator may access department, state or federal data unless otherwise authorized to do so.
- f. If practicable, the officer should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.

428.4 HOT LIST MANAGEMENT

The Corona Police Department maintains various lists of vehicles of interest, which are universally known as "hot lists." Hot lists may include the license plate numbers of stolen vehicles, stolen license plates, vehicles owned or associated with wanted or missing persons, NCMEC/Amber alerts, felony vehicles, vehicles suspected of being involved in criminal or terrorist activities or for other legitimate criminal investigative purposes.

Entries made into the hot list are the responsibility of the user who inputs the data. In addition, the user is responsible for ensuring information entered in a hotlist is consistent with the California Law Enforcement Telecommunications System (CLETS) information.

License plates entered in a hot list are generally entered with hit alert distribution to one user (the user with interest in the license plate). License plates entered on a hot list with hit alert distribution to more than one user must be approved by a supervisor, and should contain the following information:

1. Any officer safety concerns listed first in the description area;
2. Name and contact telephone number of the user responsible for entering the license plate;
3. Associated case number;
4. Nature of interest, including suspected criminal violations;
5. Action requested by the officer (i.e., Do not stop; Attempt to ID driver/passengers, etc.)
6. Any other information considered relevant by the entering user

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Hot list entries with hit alerts to more than one user shall be set to automatically expire after 30 days. Supervisor approval is needed to extend the entry past 30 days. The user shall immediately remove a vehicle from the hot list upon recovery or discovery of it no longer being of interest.

Officers alerted to the fact an observed motor vehicle's license plate is entered in the hot list should, when feasible, make a reasonable effort to verify the information contained in the hit is accurate and still valid, prior to making a traffic stop.

428.5 DATA COLLECTION AND RETENTION

The Special Enforcement Division Captain is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data.

All ALPR data shall be purged after 30 days, unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records.

428.6 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Corona Police Department will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- a. All ALPR data shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (Civil Code § 1798.90.52).
- b. Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
- c. ALPR system audits should be conducted monthly by the Real Time Information Center Supervisor.

For security or data breaches, see the Records Release and Maintenance Policy.

428.7 POLICY

The policy of the Corona Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review.

428.8 RELEASING ALPR DATA

The ALPR data may be shared only with public agencies and only as otherwise permitted by law (Civil Code § 1798.90.55).

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For purposes of this section, a public agency is limited to California state or local agencies, including law enforcement agencies, and does not include out-of-state or federal law enforcement agencies (Civil Code § 1798.90.5).

The following procedures are guidelines for ALPR requests:

1. The agency makes a written request for the ALPR data that includes:
 1. The name of the agency.
 2. The name of the person requesting.
 3. The intended purpose of obtaining the information.
2. The request is reviewed by the Support Services Division Commander or the authorized designee and approved before the request is fulfilled.
3. The approved request is retained on file.

Requests for ALPR data by non-California public agencies will be processed as provided in the Records Maintenance and Release Policy (Civil Code § 1798.90.55).

428.9 TRAINING

The Training Sergeant should ensure that members receive department-approved training for those authorized to use or access the ALPR system (Civil Code § 1798.90.51; Civil Code § 1798.90.53).